

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4149

**TITLE:** DIRECTOR OF ANIMAL CONTROL

**GRADE:** P-27

**DEFINITION:**

Under administrative direction of the Commander of the Animal Services Division, serves as the Assistant Commander of the Division and is responsible for managing the operations and administration of the Division; performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from the Commander of the Animal Services Division in that the Commander provides overall direction, management and final oversight of the Division, whereas the Director of Animal Control manages the day-to-day operations of the Animal Control Section and its various programs.

**ILLUSTRATIVE DUTIES:**

Plans, directs, coordinates and integrates operations and personnel of the Fairfax County Police, Animal Services Division;

Works with the Animal Services Advisory Commission to strengthen involvement in carrying out strategic direction and to promote greater accountability for service and results;

Formulates Divisional policies and standard operating procedures and ensures they are reviewed and updated on a regular basis;

Provides direction, advice and guidance to the managers and supervisors of Animal Control, the Animal Shelter, and the Wildlife Biologist;

Coordinates with the County Attorney's office in the formulation and presentation to the Board of new or amended animal related ordinances;

In conjunction with the Commander, provides vision, direction, and subject matter expertise in the area of animal care and control;

Performs review of administrative investigations conducted by supervisory personnel in regard to alleged violations of General Orders or other Policies and Procedures;

Supervises and performs evaluations of the section managers and reviews the evaluations of the Animal Services section supervisors;

Prepares a variety of correspondence for signature of superiors;

Serves as primary contact with the Office of Veterinary Services in ensuring compliance with the Virginia Comprehensive Animal Laws, Rules and Regulations of the Virginia Department of Agriculture, and the Directives of the Office of Veterinary Services;

Maintains inventories of all scheduled drugs at the Animal Services Division and ensures compliance and licensing with the Commonwealth of Virginia, Board of Pharmacy and the U.S. Drug Enforcement Agency.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the practices of human resource management, budgeting, program planning, and administration, and the ability to apply them;  
Knowledge of the principles and practices of police administration and animal control and care;  
Knowledge of pertinent laws, regulations, and ordinances;  
Ability to deploy personnel effectively, direct them in their work, and advise them on technical problems associated with animal care and control;  
Ability to prepare accurate and comprehensive reports;  
Extensive knowledge of Federal, State, and County laws and regulations affecting Divisional operations, and the ability to interpret and apply them correctly;  
Knowledge of, and experience in, problem solving and conflict resolution;  
Ability to analyze data and draw sound conclusions;  
Ability to develop and implement goals and objectives;  
Ability to effectively coordinate and implement changes;  
Ability to effectively manage, train, and motivate employees;  
Ability to plan, direct, and coordinate the work of staff;  
Ability to provide effective leadership;  
Ability to communicate clearly and concisely, orally and in writing;  
Ability to develop and maintain effective working relationships with County officials, colleagues, employees, community and business organizations, the media, and the general public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
High school graduation or a G.E.D. issued by a state department of education; PLUS  
Five years progressively responsible experience in administration or management in the animal control or animal care field at the equivalent level of an ACO III.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Driver's License;  
Certification in the use of controlled substances for the euthanasia of animals;  
Certification in firearms proficiency;  
Certification in chemical immobilization;  
Certification in the Virginia Crime Information Network (VCIN)  
Certification of in-service training mandated by Title 3.1, Chapter 27.4 and Title 15.2, Chapter 17, of the Code of Virginia.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be a citizen of the United States;

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Must have successfully completed a criminal background investigation, a polygraph examination, and a physical ability test prior to appointment;

Must be able to perform essential job functions (reasonable accommodation may be made on a case-by-case-basis);

Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor;

Must be of good character and reputation.

REGRADED/RETITLED:

June 24, 2008

REVISED:

April 17, 2001

REVISED:

October 19, 1992

REVISED:

April 15, 1985